

# Work Schedule Change

## QUICK REFERENCE GUIDE

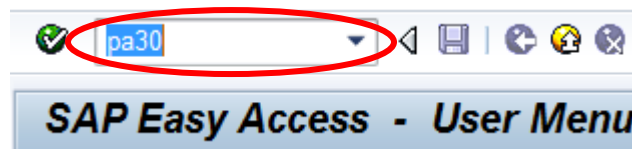
Use this procedure to Maintain work schedules within an employee's master data.

### PA30 – IT0007

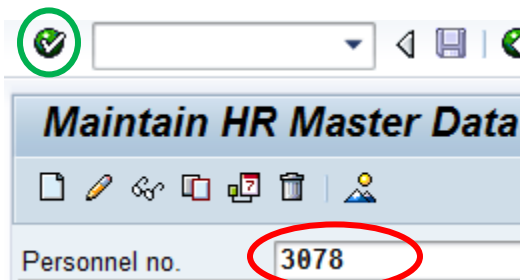
Perform this procedure when you need to change the work schedule for an employee. Work schedules are required for all employees and define the set daily work hours and work days. Holiday calendars are tied to the employee's work schedule.

#### Prerequisites:

- Employee must be active in KHRIS
- You must have access to the employee
- Employee going to a 24/7 schedule the change has to be made at the beginning of the pay period
- Employee leaving from a 24/7 schedule it has to stop at the end of the pay period.
- All other schedule changes have to begin on Sunday and end on a Saturday of the work week



Enter the Transaction code (**PA30**) in the command field



Enter the **PERNR** in the "Personnel no." field, then click the **green check** button and verify that the employee data is correct

Basic personal data | Payroll | Benefits | Time | Taxes | Planning Data

Infotype text	S..
0000 Actions	✓
0001 Organizational Assignment	✓
0002 Personal Data	✓
0006 Addresses	✓
<b>0007 Planned Working Time</b>	✓
0008 Basic Pay	✓
0009 Bank Details	✓
0019 Monitoring of Tasks	✓
0031 Reference Personnel Numbers	

Period

☒ Period

From  To

☐ Today ☐ Curr.week

☒ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Direct selection

Infotype

Enter **7** in the Infotype field **or** select the **0007 Plannes Working Time** under the “**Basic personal data**” tab, then select the “**All**” radio button

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**Maintain HR Master Data**

Personnel no.

Click the **Overview** button

**List 0007 Planned Working Time**

Personnel No  Name

EE group  Non-Chapter Personnel area  Executive

EE subgroup  ASC Salary 37.5 Pers. subarea  FT N-Exempt

	Start Date	End Date	WS rule	T. Empl.	MoHrs	Wk.hrs	Hrs/Da	Wk...
<input checked="" type="checkbox"/>	1/24/2013	12/31/9999	8-430M-F	1	100.00	162.50	37.50	7.50 5.0

Select the most **recent record** by clicking the box to the left of the record, and then click the **copy** button

Start **03/23/2014** To **12/31/9999**

Work schedule rule

Work schedule rule **4:30 M-F Standard 7.5**

To make a permanent change select the “**Start**” field and enter the Sunday date.

- To make a temporary change you will also need to change the “**To**” field to a Saturday date. This will cause the schedule to revert back to the recent record selected.
- **The start date of a 24/7 schedule has to begin at the start of a pay period**
- **The end date of a 24/7 schedule has to stop at the end of a pay period**

Click the “Work schedule rule” field then select the **match code**

Restrictions

ES grouping: 2  
Holiday Calendar ID: KY  
PS grouping: 10

WS rule	Work schedule rule text
C375/VY3	OFF9.59.59.59OFFOFF
C375/VY4	OFFOFF9.59.59.59OFF
<b>C375/VY7</b>	<b>OFFOFF1010107.5OFF</b>
C375/VY9	OFF99.59.59.59OFFOFF
C3751071	OFF9.59.599.59OFFOFF
C3751072	OFFOFF9.59.599.59OFF
C3751081	OFFOFF9.59.59.59OFF

Select the desired schedule for the employee

- The **find** button can be used to help sort through all the schedules
- The “Work schedule rule text” column shows the Sunday through Saturday schedule

Once the desired schedule has been selected click the **green check**

**Copy 0007 Planned Working Time**

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**Copy 0007 Planned Working Time**

Click the **save** button

Review the overview screen to ensure there are no gaps in the dates